

CAE – Essay Writing

We know what each paragraph needs to include (the inside). Now let's focus on the outside - the layout and additional elements.

Tick the options that are valid:

❖ Title

Should you aim to include a title in your essays? Think about the reasons why (not).

- Yes.
- No.

Choose the correct example title in each case, and complete the number 3 title in an appropriate way:

Tips for making a title catchier

1. Do not be vague; making the reader confused about the topic is not a good way to start off

- Helping teenagers
- Helping teenagers choose the right career

2. Add a sense of urgency; just don't exaggerate

- Youngsters' career prospects smashed by schools' indifference
- Students need career guidance - what schools can do

3. Include a question

Students need career guidance - _____?

❖ Paragraph length

Paragraphs should be balanced in the following way:

- The introduction should be approximately as long as the conclusion.
- The main body paragraphs should be longer than the introducing / concluding paragraphs.
- The two main body paragraphs should be more or less the same length.

If the two main body paragraphs are not the same size, here are some options to balance them out. Choose the best one:

A. Simply add an extra supporting statement and an example in the second, shorter main body paragraph

B. Add an extra supporting statement and an example to the second, shorter main body paragraph, but also remove something / be more concise in the first one, otherwise you'll exceed the word limit.

C. Just shorten the first main body paragraph so that it is as long as the second one